

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position:	Staff Information Systems Analyst (Specialist)
Position #:	051-340-1312-XXX
Salary Range:	\$5065-\$6466
Issue Date:	September 25, 2008
Contact:	Eva Adame (916) 323-6695
Location:	Information Systems Division 300 Capitol Mall, 7 th Floor Sacramento, CA 95814
Final Filing Date:	Statewide Until Filled

Scope of the Position:

Under the general supervision of a Data Processing Manager II, in the Web Development Services (WDS) unit, the incumbent serves in providing information technology project management, systems analysis and quality assurance support for the WDS unit. The incumbent acts as a member in the development, implementation and support of enterprise-wide, and complex electronic information processing systems consisting of modern technology. Specific duties include but will not be limited to the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Act as Project Lead for system modifications, maintenance and operations of the SCO applications supporting the Audit's Division.
- Collaborate with business customers and business analysts to ensure system is performing as designed. If production incidents are identified, works with developers, management and other technical staff to determine criticality and corrective action plan if necessary.
- Develop requirements into System Requirement Specification documents and maintain system documentation.
- Implement communication, risk, change control, and issue management processes. Communicate progress of projects and related activities in meetings and written reports.
- Develop and maintain schedule work plans. Use automated online project management software to accomplish all project management activities.
- Conduct Quality Assurance on all tasks. Coordinate with Audits staff to develop System Test Plans and User Acceptance Testing.
- Track and report on testing results and conduct post-implementation reviews. Coordinate the development of formal testing documentation (Test Plan, test cases and test reports)
- Research, test, and recommend new technology. Maintain an awareness and knowledge of computer, network and Internet systems and trends specific to existing and emerging technology.
- Participate in procurement and contract activities. Review legislation and other initiatives impacting the Business Systems Bureau to provide impact analysis, issue papers and cost estimates.
- Participate in meetings and discussions relating to impacts on information technology systems. Plan for future system enhancements.
- Communicate system information to customers (system status, release notes, change requests).

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Information Systems Division
ATTN: Eva Adame – Ref# 09-042
300 Capitol Mall, 7th Floor
Sacramento, CA 95814